

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Swim School Assistant (Seasonal)	<u>Revision Date:</u> 02/14 <u>EEO Category:</u> Admin. Support <u>Status:</u> Non-exempt <u>Control No:</u> 50906
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Swim School Supervisor, assist in swim school organization by answering phone calls, helping with paper work, scheduling private lessons and other pool duties.

III. Essential Duties:

- Be familiar with computers.
- Have good organizational skills.
- Be able to interact well with both children and adults.
- Help with swim school registration procedures.
- Field questions from parents and members concerning all elements of swim school
- Able to take over leadership responsibilities of Swim School Supervisor (due to absence)
- Assist in preparing and enforcing swim school rules and regulations.
- Assist with Sports Center promotion and marketing.
- Provide information to general public, private, and public agencies on Center programs.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education/Experience:** Must be 16 years of age, and have marginal knowledge of computer information.

**Certificates/Licenses:** Must have current certification in American Red Cross CPR.

**Knowledge of:** Sports programs (in depth knowledge required of assigned sports); principles of recreational programming; leadership, team building and ability to be self-motivating, proper English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

**Communication Skills:** Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

**Tool, Machine, Equipment Operation:** Use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport.

**Analytical Ability:** Follow written and verbal instruction.

VII. Working Conditions:

*Physical Demands:* Moderate mental pressure and fatigue exist during a normal work day due to working with many different people. Moderate physical exertion is present because of bending, stooping or kneeling; water rescues may require lifting up to 50 lbs.

*Work Environment:* Some uncomfortable working conditions due to warm weather and sun exposure, moderate noise level. Some evening, weekend, and holiday work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_